

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, FBIS

DATE: 29 January 1958

FROM : Chief, London Bureau

SUBJECT: Letter of Instruction Format

Ref : Memorandum from Chief, FBIS, dated 13 November 1957,
same subject.

1. The division of the Letter of Instruction into classified and unclassified parts, serves the intended purpose of this device at the London Bureau and is appreciated.

2. This Bureau considers that the selection, presentation and distribution of materials in the Letter are generally helpful, but would suggest the avoidance of criticism of a specific piece of work which automatically levels criticism at a particular individual. It is felt such criticism and guidance would be more helpful and less painful if handled by special memorandum to the individual concerned.

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